

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR, SPECIAL PROJECTS		Date: 12/12/00
Position Level: 11	FLSA Status: EXEMPT	Class Code: 11-12

GENERAL DESCRIPTION

Primary function is to manage and supervise the planning, scheduling and overseeing of various Public Works projects related to construction and maintenance of County Roads and Bridges as assigned by the Director of Public Works, as well as special projects for Fleet Management, and the Public Works' work order system.

KEY RESPONSIBILITIES

1. *Manage and direct county-wide projects related to Roads and Bridges construction and maintenance as assigned by the Director of Public Works.
2. *Countywide responsibility with special emphasis on supervising and directing the Lower Keys Road Department staff.
3. *Investigate and make recommendations for scheduling and production improvements for brush cutting, mowing operations, shoulder maintenance, and installation of signs, culverts, and drainage and trench systems and compile monthly reports regarding county-wide performance of same.
4. Respond to requests, questions and complaints from the public.
5. Manage computer systems for both Roads and Bridges and Fleet Management.
6. *Comply with FDEP for 30+ fuel tanks and hazardous waste.
7. *Manage safety programs for Public Works Division as to OSHA, Chemical safety, training and inspections and acts as Public Works representative on the Safety/Accident Review Board.
8. Conducts staff meetings to plan and coordinate activities of subordinate units.
9. Prepares annual Public Works Hurricane Plan.
10. *Conducts Road Department training programs as to work and safety methods.
11. Responsible for Roads Department projects estimates for road building and resurfacing and repair and maintenance of bridges, culverts, drainage systems, guardrails, etc.
12. Aids in revisions to the Monroe County 7-year Roadway/Bicycle Path Plan.
13. Writes, coordinates and administers RFP's, RFB's and Contracts for Road Department and Fleet Management.
14. Completes signage and guardrail inventories and condition reports, as well as culvert, drainage structures and drainage trench inventories and maintenance schedules.
15. *Handles special projects for Fleet Management Department, and for the Public Works Director.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Civil Engineering, Construction Management or Public Administration.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry our programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations with a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

